



## Creating a Bonus Grade Item – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

This tutorial will cover the steps involved when you want to create a bonus grade item in your gradebook. The weight for this item will NOT change the total (out of 100%) of your gradebook, but will allow students to potentially receive MORE than 100% in the course.

### Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Manage Grades** area.
2. Click **New** and select **Item**.

Training Course 03 Course Home My Tools Edit Course

Enter Grades **Manage Grades** Schemes Settings Help

New More Actions

Item

Category

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignments				40
<input type="checkbox"/>	Assignment 1	Numeric	-	20	33.33333333
<input type="checkbox"/>	Assignment 2	Numeric	-	30	33.33333333
<input type="checkbox"/>	Assignment 3	Numeric	-	25	33.33333333



3. Select the Grade Item Type. For this scenario, we will click **Numeric**.

## New Item

### Choose a Grade Item Type

  
 **Numeric**

Grade users by assigning a value out of a specified total number of points.  
E.g. 8/10

**Selectbox**

Grade users by selecting the grade scheme level that best matches their achievement.  
E.g. "Very Good" or "B+"

**Pass/Fail**

Grade users using a simple pass/fail grade scheme.  
E.g. "Pass" or "Fail"

**Formula**

Automatically grade users using a custom formula based on achievement on other grade items.  
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.  
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

**Calculated**

Calculate users' cumulative achievement across multiple grade items.  
E.g. Midterm Grade  
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$

**Text**

Provide comments in the grade book that are not calculated in the final grade.  
E.g. "Course Evaluation Completed"



4. Give your Item a **Name**, select a **Category** if you would like it to be part of a Category (optional). Under **Grading**, give your Item a **Maximum Points** and a **Weight value**, and select **Bonus**. Then click **Save and Close**.

The screenshot shows the 'New Item' form with the following fields and settings:

- Properties** tab is selected.
- General** section:
  - Type: Numeric
  - Name: Bonus Assignment
  - Short Name: (empty)
  - Category: Assignments (40% of final grade)
- Grading** section:
  - Maximum Points: 10
  - Weight: 25
  - Can Exceed: (unchecked)
  - Bonus: (checked)
- Grade Scheme** section: (empty)
- Buttons: Save and Close, Save and New, Save, Cancel

Red arrows point to the Name field, the Category dropdown, the Bonus checkbox, and the Save and Close button.




- Your grade item will now appear in the Manage Grades area with a star beside it, but it will not affect the total (out of 100%) of your gradebook.

Training Course 03 Course Home My Tools ▾ Edit Course

Enter Grades **Manage Grades** Schemes ⚙ Settings ⓘ Help

**New** ▾ More Actions ▾

 Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignments ▾				40
<input type="checkbox"/>	Assignment 1 ▾	Numeric	-	20	33.33333333
<input type="checkbox"/>	Assignment 2 ▾	Numeric	-	30	33.33333333
<input type="checkbox"/>	Assignment 3 ▾	Numeric	-	25	33.33333333
<input type="checkbox"/>	<b>Bonus Assignment</b> ⭐ ▾	Numeric	-	10	25
<input type="checkbox"/>	Presentations ▾				10
<input type="checkbox"/>	Presentation 1 ▾	Numeric	-	40	25

## Things to Remember

You can also allow for a grade item which is NOT a bonus item to have higher Maximum Points (for example, if a quiz has a bonus question within it). See the tutorial *Allowing a Grade Item to Exceed its Points Value* for more information.



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